

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING NOTES**

COMMITTEE: Family Resources and Supports Committee

RECORDER: Stephanie Myers, WestEd/CPEI

DATE: 9.22.05

COMMITTEE MEMBERS

PRESENT: Theresa Rossini (Co-Chair), Debbie Sarmiento (Co-Chair),
Doug Cleveland, Rachel Hagans, Julie Kingsley, Kay Ryan,
Sherry Torok, Terry Colborn, Al Millan, Cheryl Treadwell

ABSENT: Laurie Jordan, Juno Duenas, Jan Kearns, Nina LaVine

GUESTS: Cheri Schoenborn, DDS, Alison Greenwood, DDS

LIAISONS: Mary Smithberger, CDE (absent), Sue Winar, DDS

MEETING NOTES

- I. INTRODUCTION AND WELCOME
The meeting was called to order by Debbie Sarmiento and Theresa Rossini and introductions were made by members present. Everyone was welcomed.
- II. AGENDA REVIEW
Debbie and Theresa provided an overview of the agenda. The agenda was revised to include Part C Indicators – State Performance Report. The FRSC agenda was accepted with the following changes:
 - a. Family Interview Questions
 - b. Part C Indicators – State Performance Report
 - c. Review Draft 2 of white paper on strategies for collaboration
 - d. FRC's seeking vendorization.
 - e. Discuss Core Writer Group activities related to the Family Support Guidelines
- III. REVIEW AND APPROVAL OF PRIOR MEETING NOTES
May minutes were reviewed and approved.
- IV. DISCUSSION ITEMS AND COMMITTEE ACTIVITIES:
 - a. Review and Update to the Family Interview Questions
Committee reviewed the questions submitted by Rachel Hagen's and incorporated those questions and submitted their input. Final

discussion for draft Family Interview Questions will be at the November meeting.

b. Part C Indicators – State Performance Report

The FRSC Committee was asked to review Indicator #4 and provide input on how the required data might be collected and suggestions for the report were:

Indicator #4- Percent of families participating in Part C who report that early intervention services have helped the family:

1. Know their rights;
2. Effectively communicate their children's needs; and
3. Help their children develop and learn (20 USC 1416(a)(3)(A) and 1442)

The Committee suggested the following information to assist with #4 Indicators:

1. Look at actual IFSP part of the Parent Focus Group questions used during monitoring visits.
2. Parent Report (Family Empowerment Scale)

CA Current Sources of Data

The Committee suggested the following information to assist with #4 Measurement:

1. What is the current process for retrieving data?
2. Target would be 51% improvement from baseline (Need baseline data.)
3. Look at the Xenologix study for base line data.
4. Consider alternatives and what has already been done.
5. NCSEAM

Comment section

The Committee suggested the following information to assist with #4 Additional workload:

1. Revise family interview used in monitoring
2. DDS headquarters to collaborate with Xenologix Corp. for new statewide survey. (Sampling of families of allowed)

Family Voices if California Council Evaluation data. Members of the Family Voices of California Council, which includes 10 Early Start FRCs, have developed standardized evaluation questions. The results might be a source of data to meet #4.

- Can results be mined for 0-3 data?
- Is sample set of 200-300 achievable?

- c. Update and Review Draft 2 of white paper on strategies for collaboration
The Committee discussed needing all information to complete this activity. This activity will be discussed and completed at the November 2005 meeting.

- d. FRC's seeking vendorization
The Committee briefly discussed FRC's seeking vendorization and will discuss in November what activities may be possibly related to the FRSC. A few of the Committee members discussed having time on the November agenda how the Committee might be able to provide guidance/strategies to the local FRCs seeking vendorization.

- e. Update on Activities Related To the Family Support Guidelines
Cheri Schoenborn, DDS updated the FRSC: Elissa Provance will chair an ad hoc work group and timelines for assignments will be made to update and re work the Family Support Guidelines. Once the ad hoc workgroup submits their various assigned sections and revisions, WestEd will pull it all together in draft. The ad hoc workgroup will review content in total and agree on final draft content copy that will be turned over to DDS for management review/edits. Once DDS approves content WestEd will prepare proposed camera ready copy which will be submitted to DDS for management's approval. Once approved it is ready for WestEd to send to printer. The ad hoc workgroup will then make recommendations on the dissemination plan. The projected date of completed (for all steps) is approximately 9 months to 1 year.

V. OTHER:

- a. If there are boxes of the Annual reports let WestEd know to send them to the Resource Centers and they will get them out.
- b. Recommendation for a parent for the co-chair (what are the requirements) FRC Chair? Further discussion at November meeting.
- c. Follow up discussion and clarification for the monitoring systems of CDE and DDS. Monitoring systems separately, however, Part C is required to be a seamless collaborative service. Why are they different and fragmented for Early Start? DDS and CDE are working towards collaborating on trainings for monitoring and both are now sharing data. Monitor as a coordinated system

V. NEXT STEPS AND ITEMS FOR FOLLOW UP:

- Stephanie Myers to look up and bring information on CDE-Transition book by Linda Brault and bring information to next meeting.
- Sue Winar to bring Service Codes for FRSC to review for the exploratory questions regarding vendorization.
- Stephanie Myers to bring all Collaboration “white paper” information for further discussion at the November meeting.
- Request Sue Winar to bring to November meeting the turn around times for the Monitoring Report.
- Discuss and request for a First 5 representative. Would there need to be a change in the composition of the by-laws?
- Transfer of knowledge is there more next steps? Linda Parfitt LPC letter. Kay Ryan to follow up.

VII. ADJOURNMENT: 4.22 pm

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING AGENDA**

COMMITTEE: Family Resources and Supports Committee

RECORDER: Stephanie Myers, WestEd/CPEI **DATE:** Nov. 17, 2005

AGENDA

- I. INTRODUCTIONS AND WELCOME TO NEW MEMBERS
- II. AGENDA REVIEW
- III. REVIEW AND APPROVAL OF MINUTES
- IV. FAMILY INTERVIEW QUESTIONS
Next Steps
- V. PART C INDICATORS – STATE PERFORMANCE REPORT
Other items to discuss
Update work from September meeting
- VI. REVIEW DRAFT 2 OF WHITE PAPER ON STRATEGIES FOR
COLLABORATION
Review information
Finalize paper and next steps
- VII. FAMILY SUPPORT GUIDELINES
Discuss Core Writer Group activities
Other discussion
- VIII. FRC's SEEKING VENDORIZATION
Review Service Codes
Discussion
- IX. TRANSFER OF KNOWLEDGE SYMPOSIUM
Update and discussion